



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

**FA 400/25**  
22 September 2025  
Original: English

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Finance and Administration Committee  
65<sup>th</sup> Meeting  
24 September 2025  
London, United Kingdom

**Comments of the Representation  
of Brazil: Document FA-388/25  
Rev. 4 – Draft Administrative  
Budget for financial year  
2025/26**

RESTRICTED

## **Background**

1. On 22 September 2025, the delegation of Brazil submitted comments on document [FA-388/25 Rev. 4](#) (Draft Administrative Budget for financial year 2025/26). These are attached as **Annex I**.

## **Action**

The Committee is requested to consider this document.

The Representation of Brazil respectfully submits, for the consideration of the Members of the Finance and Administrative Committee, proposed amendments, requests for additional information, and comments regarding the fourth version of the draft administrative budget for coffee year 2025/2026.

2. These observations pertain to the budget proposal outlined in document FA-388/25 Rev.4, dated 18 September 2025, which is scheduled for review during the 65<sup>th</sup> meeting of the Finance and Administrative Committee on 24 September 2025.

3. These proposals are presented in the following pages, together with their respective justifications.

London, 21 September 2025

SUGGESTED TEXT BY THE SECRETARIAT PARAGRAPH 5, PAGE 2	PROPOSED AMENDED TEXT BY BRAZIL
<p>5. An increase of £21,550 is foreseen in the 2025/26 revenues from data subscriptions to statistical services from the 2024/25 budget and from data-related products. This is based on: (i) increased investments in the ICO's statistical services; (ii) the onboarding of a new Chief Economist; and (iii) an increased interest for market data, reflected in increased demand for subscriptions.</p>	<p>5. An increase of £21,550 is foreseen in the 2025/26 revenues from data subscriptions to statistical services from the 2024/25 budget and from data-related products. This is based on: (i) increased investments in the ICO's statistical services; <del>(ii) the onboarding of a new Chief Economist;</del> and (iii) an increased interest for market data, reflected in increased demand for subscriptions.</p>
<p>The Brazilian delegation respectfully proposes the deletion of item "ii" in the enumeration contained in the proposed paragraph 5, which reads: "<i>(ii) the onboarding of a new Chief Economist</i>".</p> <p>This recommendation is made in light of the revised income figures presented in revision 4, which indicate an increase of £8,050 compared to revision 3. However, this difference cannot be clearly attributed to the collaboration or onboarding of a new Chief Economist.</p> <p>Furthermore, the rationale for the projected revenue increase in the 2025/26 coffee year may already be sufficiently encompassed by the first point -- namely, "<i>increased investments in the ICO's statistical services</i>" -- which could be understood to include broader institutional enhancements, including staffing developments.</p> <p>Thus, the deletion presently proposed would not affect the overall understanding or integrity of the paragraph.</p>	

SUGGESTED TEXT BY THE SECRETARIAT PARAGRAPH 14, PAGE 4	PROPOSED AMENDED TEXT BY BRAZIL
<p>14. Many Members have invited the Executive Director to visit them, and efforts are being made to maximize the ICO's presence and implement new activities (Annex II). Thus far, expenses have been funded by the organizers of the events whenever possible. The travel budget of the Executive Director was increased first at the 134<sup>th</sup> Session of the Council in Bogotá, Colombia (ICC-134-6), and again at the 136<sup>th</sup> Session of the Council in Bengaluru, India (ICC-136-4), in September 2023, with the justification being that in-person meetings had been very important to boost Member engagement, establish new partnerships with potential donors and ensure the engagement of key players in strategic ICO activities. It was also noted that drastic rises in airfare prices had led to an inevitable increase in travel expenses versus previous years. For 2025/26, the objectives of the Executive Director's travel will remain the same as in the last two coffee years. However, in accordance with the UN80 Initiative, which encourages the efficient use of resources, the travel budget for 2025/26 has been reduced by 6.7% to £42,000, as compared to £45,000 in 2024/25.</p>	<p>14. Many Members have invited the Executive Director to visit them, and efforts are being made to maximize the ICO's presence and implement new activities (Annex II). Thus far, expenses have been funded by the organizers of the events whenever possible. <del>The travel budget of the Executive Director was increased first at the 134<sup>th</sup> Session of the Council in Bogotá, Colombia (ICC-134-6), and again at the 136<sup>th</sup> Session of the Council in Bengaluru, India (ICC-136-4), in September 2023, with the justification being that in-person meetings had been very important to boost Member engagement, establish new partnerships with potential donors and ensure the engagement of key players in strategic ICO activities. It was also noted that drastic rises in airfare prices had led to an inevitable increase in travel expenses versus previous years. For 2025/26, the objectives of the Executive Director's travel will remain the same as in the last two coffee years.</del> However, in accordance with the UN80 Initiative, which encourages the efficient use of resources, the travel budget for 2025/26 has been reduced by 6.7% to £42,000, as compared to £45,000 in 2024/25.</p>
<p>The delegation of Brazil has formally submitted observations regarding the proposals contained in the third revision of the draft budget for coffee year 2025/26, as circulated in document FA 397/25, dated 10 September 2025.</p>	

One of the comments concerned the notable increase in travel expenses included in the Organization's budget over recent years. It was noted that, even with the proposed reduction outlined in revision 3 of document FA 388/25, dated 8 August 2025, the amount allocated for travel expenses in the upcoming fiscal year remains higher than the provisions approved for this purpose in comparable commodity-based international organizations headquartered in London.

The responses of the Secretariat of the International Coffee Organization to the Brazilian delegation's comments were circulated in document FA 399/25, dated 18 September 2025.

In this context, the Brazilian delegation respectfully requests the deletion of the two strikethrough sentences introduced in the fourth version of document FA 388/25. The information contained in those sentences had already been provided by the ICO in document FA 399/25.

Furthermore, the sentences in question refer to decisions taken during previous budgetary exercises from past years and, in the view of the Brazilian delegation, are not directly relevant to the current exercise aimed at determining the budget for coffee year 2025/26, nor to the financial circumstances presently faced by many Member States.

While acknowledging the ICO's initial efforts to reduce the current level of travel expenses and subsistence allowances to GBP 42,000 in the budget proposal under consideration, the Brazilian delegation recommends that similar efforts be sustained in subsequent fiscal years, with a view to aligning the ICO's expenditure practices with those of comparable commodity-based international organizations headquartered in London.

SUGGESTED TEXT BY THE SECRETARIAT PARAGRAPH 16, PAGE 5	FURTHER CLARIFICATIONS DEMANDED BY BRAZIL
<p>16. The Secretariat conducted another review after the 63rd meeting of the Finance and Administration Committee held on 17 June 2025. The revised draft budget proposes a net decrease in personnel costs of £34,000 for financial year 2025/26, regardless of the expected increase of approximately 2.5% in the new Salary and Provident Fund Scales for 2025/26, as well as step increases for eligible staff, as detailed below:</p> <p>(a) Basic Salaries, Post Adjustments and Provident Funds for 2025/26 have been recalculated based on the latest situation regarding staffing:</p> <p>(i) anticipated unpaid leave has been taken into account;</p> <p>(ii) the Communications Officer position has been temporarily filled with a freelancer; and</p> <p>(</p>	<p>The Brazilian delegation respectfully requests that Member States be informed of the following:</p> <p>[a] the amount of funding allocated for the payment of freelance communication services. In the opinion of the Brazilian delegation, the planned sum should be explicitly indicated in the budgetary proposal, so as to clearly inform Member States; and</p> <p>[b] whether the ICO intends to fill the P-1/P-2 "Communications Officer" position, or alternatively, to continue outsourcing these functions to third parties on an ad hoc basis.</p> <p>In the latter case, the delegation considers it advisable and appropriate for the Organization -- consistent with sound managerial and budgetary practice -- to eliminate the vacant position, given that the services are currently being provided by third parties and the budget proposal still continues to include a provision for the associated salary expenses.</p> <p>This measure would significantly reduce overall personnel costs borne by Member States, thereby lowering their mandatory contributions. It would also support the alignment of the ICO's staffing structure with the establishment tables of comparable commodity-focused international organizations based in London. Furthermore, it would be consistent with the UN80 reform plan by streamlining administrative services and eliminating duplication.</p>

SUGGESTED TEXT BY THE SECRETARIAT PARAGRAPH 19, PAGE 6	FURTHER CLARIFICATIONS DEMANDED BY BRAZIL
<p>19. <del>The post of Communications Officer was cut in 2018, along with eight other staff positions, as reflected in the budget for coffee year 2018/19 (FA 173/18, Rev. 3, para 6). However, it was re-instated in the 2023/24 coffee year (ICC-136-4, para. 15(c)) to address current needs, particularly to improve communication mechanisms, engage younger consumers, provide a more continuous information flow with technical and financial partners, establish visibility with the press, and promote coffee consumption. As such, in January 2024, the ICO hired a full-time staff member for this role. Following their departure in January 2025, a freelancer was engaged. This person is meeting the ICO's demands for communication expertise in terms of social media management and contact with the more traditional vehicles of the press, which require constant monitoring, reflection and action. In addition, she has also prepared all the materials for International Coffee Day 2025. The person works remotely and cannot be employed as a staff member due to her residence outside of the United Kingdom. For this reason, she is contracted as a freelancer. The investment in the Communications Officer is positively impacting the presence of the ICO and its engagement with the press and online media. The impact is already visible in terms of increased participation in webinars hosted or organized by the ICO, communicated via social media; greater outreach and inquiries from the press; and heightened interest from international partners seeking to establish a working relationship with the ICO and promote investments in the coffee sector. Furthermore, the Executive Director and ICO staff are also increasingly being invited to participate in and present at international events, at least in part due to the continuous and relevant information flow from the ICO. It may therefore be important to consider maintaining a full-time position dedicated to communications. It is worth noting that contracting a communications expert on a freelance basis results in a yearly saving of £35,000 for the Organization.</del></p>	<p>The Brazilian delegation respectfully suggests the deletion of the new paragraph 19, introduced on revision 4 of document FA 338/25, dated 18 September 2025.</p>
<p>As previously indicated, the delegation of Brazil has formally submitted observations regarding the proposals contained in the third revision of the draft budget for coffee year 2025/26, as</p>	

circulated in document FA 397/25, dated 10 September 2025, including specific comments on personnel expenses.

The responses of the Secretariat of the International Coffee Organization to the Brazilian delegation's observations were circulated in document FA 399/25, dated 18 September 2025.

In this context, the Brazilian delegation respectfully requests the deletion of the strikethrough paragraph introduced in the fourth version of document FA 388/25, as the information contained therein had already been provided in the Secretariat's responses to the comments submitted by Brazil.

The inclusion of the proposed text in the draft budget resolution -- without the contextual background offered in documents FA 397/25 and FA 399/25 --, may lead to misunderstandings regarding the intent and purpose of the paragraph.

Moreover, the suggested text contains assumptions that the Brazilian delegation does not share and is unable to endorse.

For all these reasons, the Brazilian delegation respectfully requests its deletion from the draft proposed budget and recommends that the subsequent paragraphs be renumbered accordingly.

It is the view of the Brazilian delegation that, since the paragraph in question was not present in any of the previous versions of the draft budget for coffee year 2025/26, its removal would not affect the overall comprehension or scope of the document.

SUGGESTED TEXT BY THE SECRETARIAT FOOTNOTE 3/, PAGE 10	PROPOSED AMENDED TEXT BY BRAZIL
<p>1/ The 2023/24 contribution corresponds to £1,300 per vote (lower than £1,471 in 2017/18 and similar to £1,304 in 2018/19 and 2019/20).</p> <p>2/ The 2024/25 contribution corresponds to £1,300 per vote.</p> <p>3/. The 2025/26 contribution corresponds to £1,216 per vote.</p> <p>Note: £942 per vote in 2020/21; £953 per vote in 2021/22, and £1,114 per vote in 2022/23.</p>	<p>1/ The 2023/24 contribution corresponds to £1,300 per vote (lower than £1,471 in 2017/18 and similar to £1,304 in 2018/19 and 2019/20).</p> <p>2/ The 2024/25 contribution corresponds to £1,300 per vote.</p> <p>3/. The 2025/26 contribution corresponds to £1,216 per vote. <b>Nevertheless, the proposed contribution budget for 2025/26 is still significantly higher than in previous years:</b></p> <p><b>. £942 per vote in 2020/21; . £953 per vote in 2021/22, and . £1,114 per vote in 2022/23.</b></p>
<p>As indicated in paragraph 47 of document FA 397/25, dated 10 September 2025, the delegation of Brazil respectfully requested that additional wording be incorporated into the footnote of the table contained in Annex IA, entitled "<i>Estimated Revenue and Expenditure</i>". The suggested text read:</p> <p><i>Nevertheless, the proposed contribution budget for 2025/26 is still significantly higher than in previous years:</i></p> <ul style="list-style-type: none"><li><i>• £942 per vote in 2020/21</i></li><li><i>• £953 per vote in 2021/22</i></li><li><i>• £1,114 per vote in 2022/23</i></li></ul> <p>In response, the Secretariat of the International Coffee Organization (ICO) indicated in document FA 399/25, dated 18 September 2025 -- which contained the ICO's responses to the comments presented by the Brazilian delegation --, that:</p>	

*"The suggested wording has been inserted in Annex IA and also in paragraph 3 of the 'Introduction' of document FA-388/25 Rev.4.*

While the insertion was correctly made in paragraph 3 of the Introduction of document FA-388/25 Rev.4, this was not the case with the footnote in Annex IA, which remains incomplete.

As previously indicated by the Brazilian delegation, the proposed inclusion of the amounts of Member States' mandatory dues in recent years was intended to enhance clarity and transparency in the assessment of the current budgetary proposal. While the insertion was correctly made in paragraph 3 of the Introduction of document FA-388/25 Rev.4, the corresponding footnote in Annex IA remains incomplete.